

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional
学歴 Educational Background : See Block 7 免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition
<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) (上記と同じ言語で, Same language as above) <input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives" <input checked="" type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input type="checkbox"/> 英語の能力を証明するもの（写し） Anything to certify English Proficiency (Copy) <input type="checkbox"/> 84 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 84 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy	

9. 応募書類提出先 Office to Submit	
<p>内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.</p>	
<p>1. 内部応募者（現 MLC/IHA 従業員）提出先： 〒857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 内線/Extension 252-3881/3660/3837 受付時間 Operating Hours : 0800 - 1600</p>	<p>Current MLC/IHA Employees must submit to: 〒857-0056 Hirase-cho, Sasebo City CNRJ HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47</p>
<p>2. 外部応募者（非従業員）提出先： 〒857-0056 佐世保市平瀬町 3-1 独立行政法人 駐留軍等労働者労務管理機構 佐世保支部 電話番号 Phone : 0956-23-7191 受付時間：午前 9 時 - 午後 5 時、月曜日 - 金曜日（日本の祭日を除く） Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)</p>	<p>Off Base Applicants must submit to: 〒857-0056 3-1 Hirase-cho, Sasebo City Labor Management Organization, Sasebo Branch</p>
10. 事務処理欄 For Official Use	
募集部隊担当 Activity POC: NEX オフィス / NEX Office	軍電 (DSN) 252-2454
PD No.: NEXS-SAS-002	PD is accurate and current. Certified by Activity: TM
HRO: (rcvd:2/22)	

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.
 募集締切日 16 時(午後 4 時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.
 人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。 Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47)1階、正面出入り口を入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の16時(午後4時)までにしてください。Job applications may be dropped in the designated HR “Drop Box” located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.
応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。 Forms for application are available for download on our web site. Please submit updated application.
(https://www.cnmc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

****時給制臨時雇用従業員 (HPT) 雇用について****

****HPT-Hourly Pay Temporary (HPT) Employment****

契約期間：1 年を越えない期間（その後更新される事もある）

Duration of Employment: Not to exceed 1 year. (Subsequent appointment after a break in service may be effected.)

交通費支給。Commutation allowance will be paid.

勤務時間が週 30 時間（2016 年 10 月 1 日からは 20 時間）以上の場合は雇用保険・健康保険・厚生年金の加入が義務づけられています。 Employees whose weekly work hours are 30 hours (20 hours starting on 1 October 2016) or more must be covered by Employment Insurance, Health Insurance and Pension plan.

勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。

Work place, hour, and rest day may be changed due to operational requirements.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property. NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記：記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Rev: 8-1-18

Task List:

1. Carries out policy of courtesy and service. Recognizing the importance of genuine, obvious and active attention to patrons in a retailing and services organization, exercises tact, good manners and courtesy when serving and assisting customers and fellow associates. Focusing on the customer or fellow associate responds to inquiries and provides assistance in a prompt and friendly manner. Understands that the customer comes first and actively seeks to become knowledgeable concerning store policies, merchandise sold and services offered. Sells merchandise and assists customers in the selection of merchandise requiring specialized knowledge. Provides information concerning special features of merchandise sold. Advises on new or related items in which the customer may be interested, or those items not readily seen. Displays merchandise in accordance with instructions received, replenishes stock and maintains sales area in a clean and orderly manner. Assists in requisitioning merchandise and advises supervisor of slow-moving and damaged items.
2. Displays merchandise in accordance with instructions received, replenishes stock and maintains sales area in a clean and orderly manner. Assists in requisitioning merchandise and advises supervisor of slow-moving and damaged items.
3. Participates in the maintenance of merchandise control records. Assists in taking inventory at required intervals and in taking periodic stock counts. Marks and prices merchandise, as instructed_ checks and maintains never-out lists for assigned sales area. Changes prices on merchandise in accordance with retail price change (RPC) documentation_ initiates merchandise transfers, as required.

Performs other duties as assigned